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ABSTRACT

A guide to help students identify certificate programs at American colleges and universities that meet their educational objectives is available. More than 1500 programs for acquiring specialized knowledge in a concentrated, time-efficient manner are described. Designed to assist anyone with responsibility for individual career planning or management development and training, it offers an easy way to identify the certificate programs best fitting a specific training need. The body of the book is arranged in alphabetical order by state, institutions within the state, and program classification. Each program entry contains general information, program format, student evaluation, enrollment requirements, program costs, housing and student services, special features, and contact persons. Subjects include accounting, business management, computer and information sciences, engineering, gerontology, health sciences, landscape architecture, law, personnel management, real estate, and teacher education. Appended are a listing of member institutions of the National University Continuing Education Association and a classification of instructional programs taxonomy. An alphabetical index by program classification and an institutional index are provided.(SM)

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